

3 FAH-1 H-3720 REST AND RECOVERY TRAVEL

This subchapter contains procedures and guidelines which implement the regulations published in 3 FAM 3720 and should be used in conjunction with that subchapter.

3 FAH-1 H-3721 DESIGNATION PROCEDURES

(TL:POH-10; 4-4-96)

(Uniform State/USAID/USIA/Commerce/Foreign Service Corps- USDA)

(Applies to Foreign Service Employees only)

The procedures in section this subchapter cover:

- The initial designation of posts and relief areas;
- The biennial recertification of posts and relief areas; and
- Changes in designated posts and relief areas.

3 FAH-1 H-3721.1 Recommending Designation

3 FAH-1 H-3721.1-1 Responsibility

(TL:POH-10; 4-4-96)

(Uniform State/USAID/USIA/Commerce/Foreign Service Corps- USDA)

(Applies to Foreign Service Employees only)

a. The chief of the diplomatic mission, in consultation with the responsible representatives in the country of the:

- U.S. Agency for International Development (USAID),
- United States Information Agency (USIA),
- Department of Commerce (USDOC),
- Department of Agriculture (USDA: FAS and/or APHIS),

may recommend to the Department the designation of posts for R & R and their relief areas.

b. The principal officer at consular posts exercises this function in those countries where a diplomatic mission does not exist.

3 FAH-1 H-3721.1-2 Submission of Recommendation

(TL:POH-10; 4-4-96)

(Uniform State/USAID/USIA/Commerce/Foreign Service Corps- USDA)

(Applies to Foreign Service Employees only)

a. The recommendation shall be:

(1) Based on criteria in section 3 FAH-1 H-3721.3 ,

(2) Submitted by joint telegram,

— Subject: APER, Rest and Recuperation Travel,

— To the appropriate regional bureau Executive Office in the Department,

— With information copies to:

USAID PM,

USIA M/HR,

USDA FAS & APHIS,

USDOC OFSP.

b. The supporting justification called for in 3 FAH-1 H-3721.3 must address each of the factors to establish eligibility for the travel benefit.

3 FAH-1 H-3721.2 Criteria

3 FAH-1 H-3721.2-1 Criteria for R&R Travel Designation

(TL:POH-10; 4-4-96)

(Uniform State/USAID/USIA/Commerce/Foreign Service Corps- USDA)

(Applies to Foreign Service Employees only)

Conditions of life at the post present distinct and significant difficulties for an employee and employee's family of sufficient severity to justify temporary relief therefrom during a period of assignment. These conditions include but are not limited to such factors as:

— Unfavorable climatic conditions,— Isolation,

— Inadequate transportation within the country,

— Lack of adequate recreation facilities,

- Unsuitable housing,
- Unsanitary conditions,
- Lack of essential services,
- Lack of adequate medical or dental care,
- Prevalence of communicable diseases,
- Unusual personal hazards, and
- The cost of transpiration from the post to a suitable relief area is so great as to make it unreasonable to expect that the family could finance the family's travel.

3 FAH-1 H-3721.2-2 Criteria For Designation of Relief Area

(TL:POH-10; 4-4-96)

(Uniform State/USAID/USIA/Commerce/Foreign Service Corps- USDA)

(Applies to Foreign Service Employees only)

a. To be suitable as a relief area, a location must have a climate, altitude, or environment sufficiently different from that at post to contribute to the restoration of efficiency.

b. In selecting a suitable relief area, an important factor is the cost of travel to the nearest point that will provide that necessary change.

c. For reasons of economy or other controlling considerations, the Department, in accordance with the procedures in section 3 FAH-1 H-3721.3 , may in lieu of the area recommended by the chief of mission, designate another area that affords the necessary physical and psychological change.

3 FAH-1 H-3721.3 Decision Process

(TL:POH-10; 4-4-96)

(Uniform State/USAID/USIA/Commerce/Foreign Service Corps- USDA)

(Applies to Foreign Service Employees only)

a. The appropriate State regional bureau executive director will establish a committee, including members from outside the regional bureau, to review all incoming R&R requests.

b. The committee will use an evaluation and scoring system to rank and review the conditions which may establish eligibility for R&R including, but not limited to, the eleven R&R designation factors which are specified in section 3 FAH-1 H-3721.2 .

c. After completing their review, the committee will make a recommendation for approval or denial of the R&R request to the regional bureau executive director who in turn will approve or deny the request for R&R, after clearing with:

USAID PM USIA M/HR USDOC OFSP USDA FAS/APHIS

(when those agencies' personnel are stationed at the post).

d. The approving regional bureau sends copies of the decision document to PER/ER to ensure prompt change to the list of designated posts and re-lief areas. As a minimum, the memorandum to PER/ER should include:

- The name of the post and its proposed designated relief area; and
- The names of the other foreign affairs agencies' officials, if necessary, concurring in the proposed designation.

e. Upon receipt of a reply from PER/ER, the regional bureau executive director will:

- Advise the post of the decision on the designation request, and
- Set a current effective date, if the decision is to approve.

3 FAH-1 H-3721.4 Redesignation of Eligibility

(TL:POH-10; 4-4-96)

(Uniform State/USAID/USIA/Commerce/Foreign Service Corps- USDA)

(Applies to Foreign Service Employees only)

a. All posts which are currently approved for R&R travel are required to submit biennially, documentation to the appropriate regional bureau executive office to justify continued eligibility for this benefit.

b. Requests for change in the primary relief point may also be proposed.

c. Each post must fully address each of the eleven R&R eligibility factors which are listed in section 3 FAH-1 H-3721.2 , and may include additional information on factors not covered in that section which they believe are relevant to that submission.

d. Requests will be considered based solely on the information contained in the post submissions.

e. Post submissions may be reviewed and approved by the regional bureau executive director or under the procedures established in section 3 FAH-1 H-3721.3 .

f. To avoid imposing an unnecessary administrative burden, regional bureaus executive directors may waive submission requirements and recertify eligibility for Special Embassy Program posts where there has been no change in conditions at post since the time of the last certification.

g. A report listing the decisions on post submissions will be provided to PER/ER.

3 FAH-1 H-3722 POSTS AND DESIGNATED RELIEF AREAS FOR R & R TRAVEL

(TL:POH-10; 4-4-96)

(Uniform State/USAID/USIA/Commerce/Foreign Service Corps- USDA)

(Applies to Foreign Service Employees only)

Lists of the currently designated posts and relief areas for R&R for:

AREA	ARE PUBLISHED IN
Africa	3 FAH-1 H-3722 Exhibit 1
Latin America	3 FAH-1 H-3722 Exhibit 2
East Asia & Pacific	3 FAH-1 H-3722 Exhibit 3
Europe	3 FAH-1 H-3722 Exhibit 4
Near East & South Asia	3 FAH-1 H-3722 Exhibit 5

3 FAH-1 H-3723 R&R IN CONJUNCTION WITH A DIRECT TRANSFER

(TL:POH-10; 4-4-96)

(Uniform State/USAID/USIA/Commerce/Foreign Service Corps- USDA)

(Applies to Foreign Service Employees only)

a. There may be exceptional circumstances, when due to curtailment and direct transfer, workload, staff shortages or other situations, it may be in the agency's best interest for an employee to take R&R between assignments in conjunction with a direct transfer rather than during the course of an assignment. In such cases:

- Both the gaining and losing post will normally be certified for R&R.
- The designated relief area of the losing post will be used as the basis for travel to an overseas point.

b. Provided that all R&R eligibility factors are met, each request for approval will be forwarded to Washington for consideration on a case by case basis by the appropriate foreign affairs agency responsible for issuing assignment orders for the employee concerned.

c. Requests should be made far enough in advance of travel to permit a timely resolution of any difficulties so that travel will not be delayed.

d. If such travel is approved, the losing post normally will be expected to pay for the R&R travel costs. However, there may be situations where it would be appropriate for the gaining and losing posts to negotiate a sharing of these costs or for the gaining post to cover the full cost.

e. The R&R travel costs are those which exceed the authorized direct transfer costs. For example, after serving one year in Taipei for language training, an employee is assigned to Beijing for a two-year tour. If R&R travel is approved in connection with the direct transfer, the post assignment orders (TMFOUR for State) would cover only the cost of travel from Taipei to Beijing.

f. The R&R travel orders will cover any difference in travel costs to the designated R&R point or to the nearest port of entry in the contiguous U.S.

3 FAH-1 H-3724 LENGTH OF R&R TRAVEL

(TL:POH-10; 4-4-96)

(Uniform State/USAID/USIA/Commerce/Foreign Service Corps- USDA)

(Applies to Foreign Service Employees only)

a. There is no prescribe minimum or maximum period of time that employees (or their dependents) must spend on R&R travel. However, to meet the intent and purpose of this travel benefit, sufficient time must be allowed to gain a measure of relief from onerous conditions at post. Normally, a period of seven to fourteen days would be deemed adequate to meet the intent of the regulations, but workload and other conditions at post will govern the actual amount of time that employees can be spared for travel.

b. Heads of individual agencies at post may develop standardized R&R procedures to address such issues as setting the minimum and maximum length of time for travel, to take advantage of the most economical airfares.

3 FAH-1 H-3725 TAKING HOME LEAVE AT MID-TOUR

(TL:POH-10; 4-4-96)

(Uniform State/USAID/USIA/Commerce/Foreign Service Corps- USDA)

(Applies to Foreign Service Employees only)

a. An employee assigned at an R&R post for four years with mid-tour home leave (HLRT) may take R&R before and after home leave, provided that the home leave travel splits the tour into two equal parts of two years each.

b. If, after taking R&R, an employee takes home leave before completing two years of a four-year HLRT tour of duty, that employee is obligated to refund the cost of the R&R travel, unless the timing of the home leave was required by the needs of the service or for compassionate reasons (to be determined on a case by case basis).

c. R&R can be authorized following home leave travel only if the employee has extended the tour to provide for a minimum period of 24 months at post following completion of home leave, unless the timing of home leave was required by the needs of the service or for compassionate reasons (to be determined on a case by case basis), and an exception was granted by the foreign affairs agency office responsible for issuing orders for the employee concerned.

d. Heads of individual agencies at post are authorized to adjust the HLRT up to 45 days on either side of the 24-month home leave anniversary date if required for service need or compassionate reasons (to be determined on a case by case basis).

e. Adjustments of more than 45 days require the approval of the appropriate agency headquarters office as indicated above.

3 FAH-1 H-3726 REST AND RECUPERATION TRAVEL

3 FAH-1 H-3726.1 Authorization

(TL:POH-10; 4-4-96)

(Uniform State/USAID/USIA/Commerce/Foreign Service Corps- USDA)

(Applies to Foreign Service Employees only)

a. Heads of individual agencies at a post delegated authority by 6 FAM 121 may authorize or approve round-trip transportation for an employee and/or family members to the designated relief area.

b. Except as stated section 3 FAH-1 H-3726 , 6 FAM 100 will apply.

3 FAH-1 H-3726.2 Government Transportation and Other Accommodations

(TL:POH-10; 4-4-96)

(Uniform State/USAID/USIA/Commerce/Foreign Service Corps- USDA)

(Applies to Foreign Service Employees only)

In scheduling trips, the authorizing officer should seek to make them at the least possible cost to the Government. For example, timing of trips should be arranged to take advantage of:

- Other Government charter or contract flights;
- Special excursion rates or seasonal reductions in fares;
- Surface transportation where rates are less than the lowest cost airfare available at the time of travel; or
- Other official travel by the employee or members of family.

3 FAH-1 H-3726.3 Elective Alternatives

(TL:POH-10; 4-4-96)

(Uniform State/USAID/USIA/Commerce/Foreign Service Corps- USDA)

(Applies to Foreign Service Employees only)

- a. Actual travel may be performed by employee and dependents:
 - By other classes or modes of travel (including automobile), or
 - From the post of assignment to a place other than the designated relief area (see 3 FAM 3725.3-1),

provided that the purpose of rest and recuperation travel is met.

- b. The authorizing officer must determine in advance that such travel meets the objectives of the program.

- c. If an employee exercise the option of travel under 3 FAM 3725.3-2 to a point in the United States, its possessions, or the Commonwealth of Puerto Rico, the granting of leave is subject to 3 FAM 3410 and home leave eligibility is deferred in accordance with 3 FAM 3430 . For USAID, see AID handbook 27.

- d. All R&R travel must begin and end at the employee's post of assignment except under the provisions of section 3 FAH-1 H-3723 .

e. The cost to the Government of such travel to any elective point may not exceed the transportation expenses that would have been incurred for direct travel between the point of origin and the designated relief area by the applicable mode and class of travel provided in 3 FAM 3720 and this sub-chapter, and may not exceed allowable transportation expenses actually incurred.

3 FAH-1 H-3726.4 Nonallowable expenses

(TL:POH-10; 4-4-96)

(Uniform State/USAID/USIA/Commerce/Foreign Service Corps- USDA)

(Applies to Foreign Service Employees only)

The following expenses will not be allowed for rest and recuperation travel:

- a. Per diem including rest stops;
- b. Miscellaneous expenses (as enumerated in 6 FAM 141), except for transportation to and from the airport and airport fees that are or would be incurred for direct travel to the designated overseas R&R point, or in the case of R&R taken in the US, to the nearest point of entry in the US; and
- c. Unaccompanied or excess baggage.

3 FAH-1 H-3727 THROUGH H-3729 UNASSIGNED

3 FAH-1 H-3722 Exhibit H-3722 (1)

POSTS AND DESIGNATED RELIEF AREAS FOR R&R TRAVEL^{3/4}AFRICAN COUNTRIES

Post Designated for R&R	Designated Relief Area
Angola Luanda	London, UK
Benin Cotonou	Paris, France
Botswana (All posts)	London, UK
Burkina Faso (All posts)	Paris, France
Burundi (All posts)	Brussels, Belgium
Cameroon (All posts)	Paris, France
Cape Verde Praia	Paris, France
Central African Republic (All posts)	Paris, France
Chad (All posts)	London, UK
Congo, Republic of Brazzaville	Paris, France
Djibouti, Republic of (All posts)	Paris, France
Eritrea Asmara	Frankfurt, Germany
Ethiopia (All posts)	Frankfurt, Germany
Gabon Libreville	Paris, France

Gambia, The (All posts)	London, UK
Ghana (All posts)	London, UK
Guinea (All posts)	Paris, France
Guinea-Bissau (Bissau)	Paris, France
Ivory Coast (All posts)	Paris, France
Kenya Nairobi Mombasa	London, UK Frankfurt, Germany
Lesotho Maseru	London, UK
Liberia (All posts)	Paris, France
Madagascar Antananarivo	Paris, France
Malawi (All posts)	Paris, France
Mali (All posts)	Paris, France
Mauritania (All posts)	Paris, France
Mauritius (All posts)	Vienna, Austria
Mozambique Maputo	London, UK
Namibia Windhoek	London, UK
Niger (All posts)	Paris, France
Nigeria (All posts)	London, UK

Rwanda (All posts)	Paris, France
Senegal (All posts)	Paris, France
Seychelles, Mahe Islands Victoria	Frankfurt, Germany
Sierra Leone Freetown	London, UK
Somalia (All Posts)	London, UK
South Africa Pretoria	London, UK
Cape Town	London, UK
Durban	London, UK
Johannesburg	London, UK
Sudan (All posts)	London, UK
Swaziland Mbabane	London, UK
Tanzania (All posts)	Zurich, Switzerland
Togo (All posts)	Paris, France
Uganda Kampala	London, UK
Zaire (All posts)	Paris, France
Zambia (All posts)	London, UK
Zimbabwe Harare	London, UK

3 FAH-1 H-3722 Exhibit H-3722 (2)

POSTS AND DESIGNATED RELIEF AREAS FOR R&R TRAVEL^{3/4}LATIN AMERICAN COUNTRIES

(TL:POH-29; 10-17-96)

Post Designated for R&R	Designated Relief Area
Barbados Bridgetown	Miami, Florida
Belize Belize City	Miami, Florida
Bolivia La Paz	Miami, Florida
Brazil Recife Salvador da Bahia	Miami, Florida Miami, Florida
Colombia Bogota Barranquilla	Miami, Florida Miami, Florida
Cuba Havana	Miami, Florida
Dominican Republic Santo Domingo	Miami, Florida
Ecuador Quito Guayaquil	Miami, Florida Miami, Florida
El Salvador San Salvador	Miami, Florida
Guatamala Guatamala City	Miami, Florida
Guyana Georgetown	Miami, Florida
Haiti Port-au-Prince	Miami, Florida

Honduras	
Tegucigalpa	Miami, Florida
Jamaica	
Kingston	Miami, Florida
Mexico	
Mexico City	Houston, Texas
Tapachula	Houston, Texas
Tuxla-Gutierrez	Houston, Texas
Nicaragua	
Managua	Miami, Florida
Panama	
Panama	Miami, Florida
Paraguay	
Asuncion	Miami, Florida
Peru	
Lima	Miami, Florida
Suriname	
Paramaribo	Miami, Florida
Trinidad and Tobago	
Port-of-Spain	Miami, Florida
Venezuela	
Caracas	Miami, Florida

3 FAH-1 H-3722 Exhibit H-3722 (3) **POSTS AND DESIGNATED RELIEF AREAS** **FOR R&R TRAVEL^{3/4}EAST ASIAN AND** **PACIFIC COUNTRIES**

Post Designated for R&R	Designated Relief Area
Brunei Bandar Seri Begawan	Sydney, Australia
Burma Rangoon	Sydney, Australia
Cambodia Phnom Penh	Sydney, Australia
China (All posts)	Sydney, Australia
Federated States of Micronesia Kolonja	Sydney, Australia
Fiji Suva	Sydney, Australia
Indonesia (All posts)	Sydney, Australia
Japan Naha, Okinawa	Hong Kong
Korea (All posts)	Tokyo, Japan
Laos Vientiane	Sydney, Australia
Marshall Islands Majuro	Sydney, Australia
Mongolia Ulaanbaatar	Rome, Italy
Palau Koror	Sydney, Australia

Papua New Guinea
Port Moresby

Sydney, Australia

Philippines
(All posts)

Sydney, Australia

Thailand
(All posts)

Sydney, Australia

Viet Nam
Hanoi

Sydney, Australia

3 FAH-1 H-3722 Exhibit H-3722 (4)

POSTS AND DESIGNATED RELIEF AREAS

FOR R&R TRAVEL^{3/4}EUROPEAN COUNTRIES

Post Designated for R&R	Designated Relief Area
Albania Tirana	London, UK
Armenia Yerevan	Rome, Italy
Azerbaijan Baku	Rome, Italy
Azores Ponta Delgada	London, UK
Belarus Minsk	Rome, Italy
Bosnia-Herzegovina Sarajevo	Rome, Italy
Bulgaria Sofia	Frankfurt, Germany
Croatia Zagreb	Rome, Italy
Cyprus Nicosia	Rome, Italy
Estonia Tallinn	London, UK
Georgia Tbilisi	Rome, Italy
Greece Kavala	Munich, Germany
Iceland Reykjavik	Rome, Italy
Kazakhstan Almaty	Rome, Italy

Kyrgyzstan Bishkek	Rome, Italy
Latvia Riga	London, UK
Lithuania Vilnius	London, UK
Macedonia (frmr Yugoslav Republic of) Skopje	Frankfurt, Germany
Malta Valletta	London, UK
Moldova Chisinau	Rome, Italy
Norway Tromso	Paris, France
Poland (All posts)	Rome, Italy
Romania Bucharest	Frankfurt, Germany
Russian Federation (All posts)	Rome, Italy
Serbia-Montenegro Belgrade	Rome, Italy
Tajikistan Dushanbe	Rome, Italy
Turkey (All posts)	Frankfurt, Germany
Turkmenistan Ashgabat	Rome, Italy

Ukraine

Kiev

Rome, Italy

Uzbekistan

Tashkent

Rome, Italy

3 FAH-1 H-3722 Exhibit H-3722 (5) **POSTS AND DESIGNATED RELIEF AREAS** **FOR R&R TRAVEL^{3/4}NEAR EASTERN AND** **SOUTH ASIAN COUNTRIES**

Post Designated for R&R	Designated Relief Area
Afghanistan (All posts)	London, UK
Algeria Algiers	London, UK
Bahrain Manama	London, UK
Bangladesh (All posts)	Sydney, Australia
Egypt (All posts)	London, UK
India (All posts)	London, UK
Israel Tel Aviv	London, UK
Jerusalem Jerusalem	London, UK
Jordan (All posts)	London, UK
Kuwait (All posts)	London, UK
Lebanon Beirut	London, UK

Morocco	
Rabat	London, UK
Casablanca	London, UK
Tangier	London, UK
Nepal	
(All posts)	London, UK
Oman	
Muscat	London, UK
Pakistan	
(All posts)	London, UK
Qatar	
Doha	London, UK
Saudi Arabia	
(All posts)	London, UK
Sri Lanka	
Colombo	Sydney, Australia
Syria	
Damascus	London, UK
Tunisia	
Tunis	London, UK
United Arab Emirates	
(All posts)	London, UK
Yemen Arab Republic	
Sanaa	London, UK